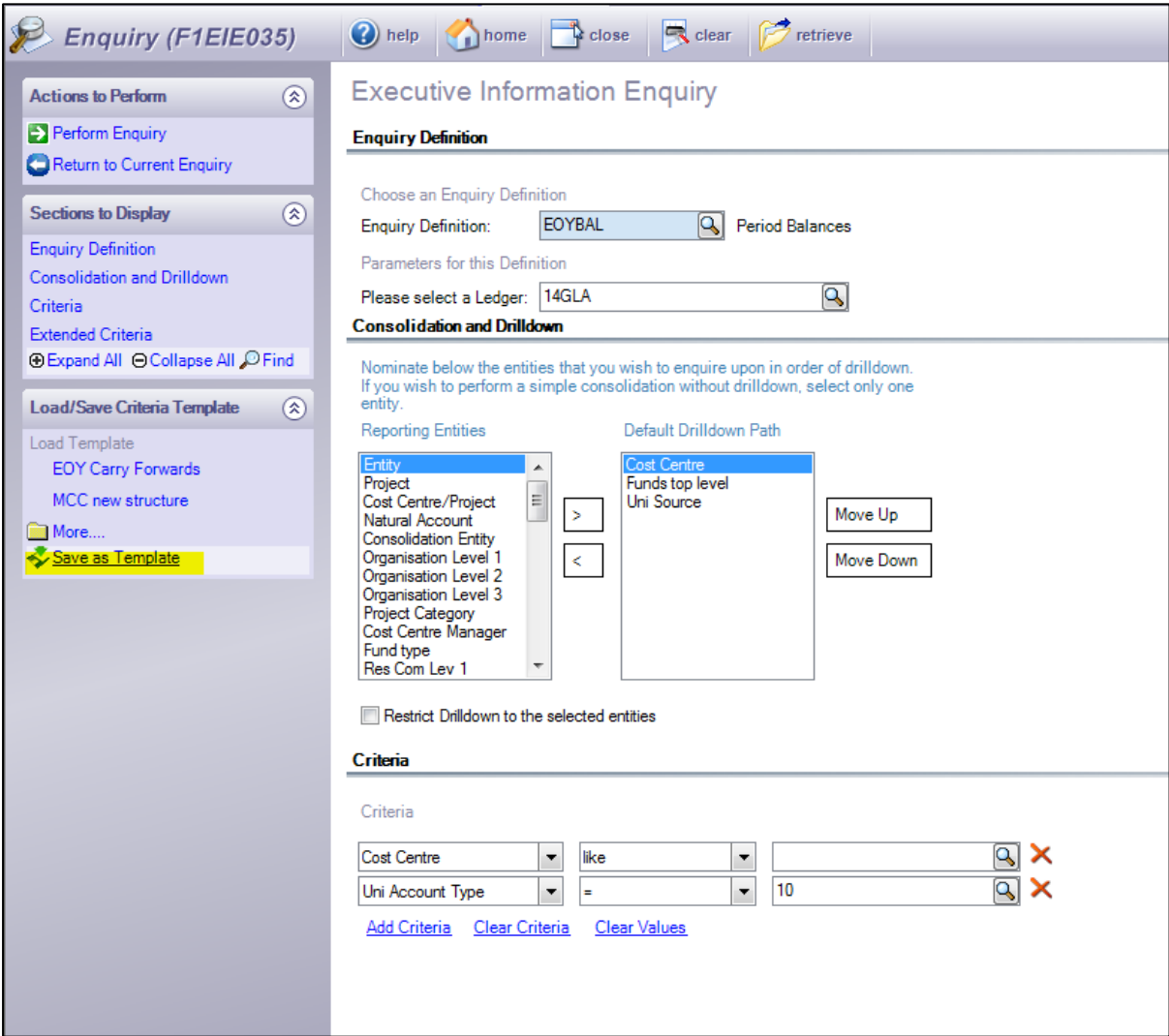
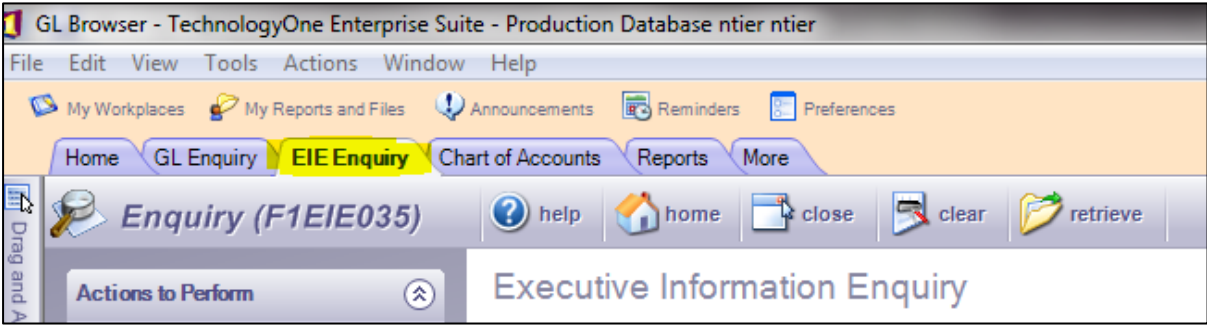


1 Creating an EIE Template

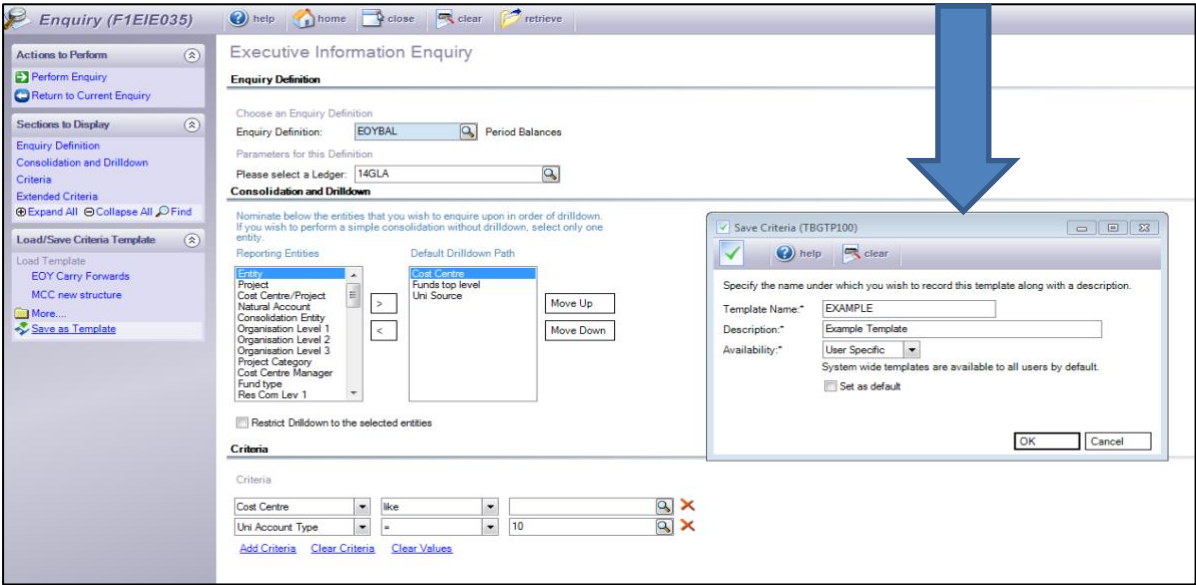
It is possible to save regularly used EIE settings as a template which you can then access at any time in the future without having to re-set the criteria.

1.1 How to create an EIE Template

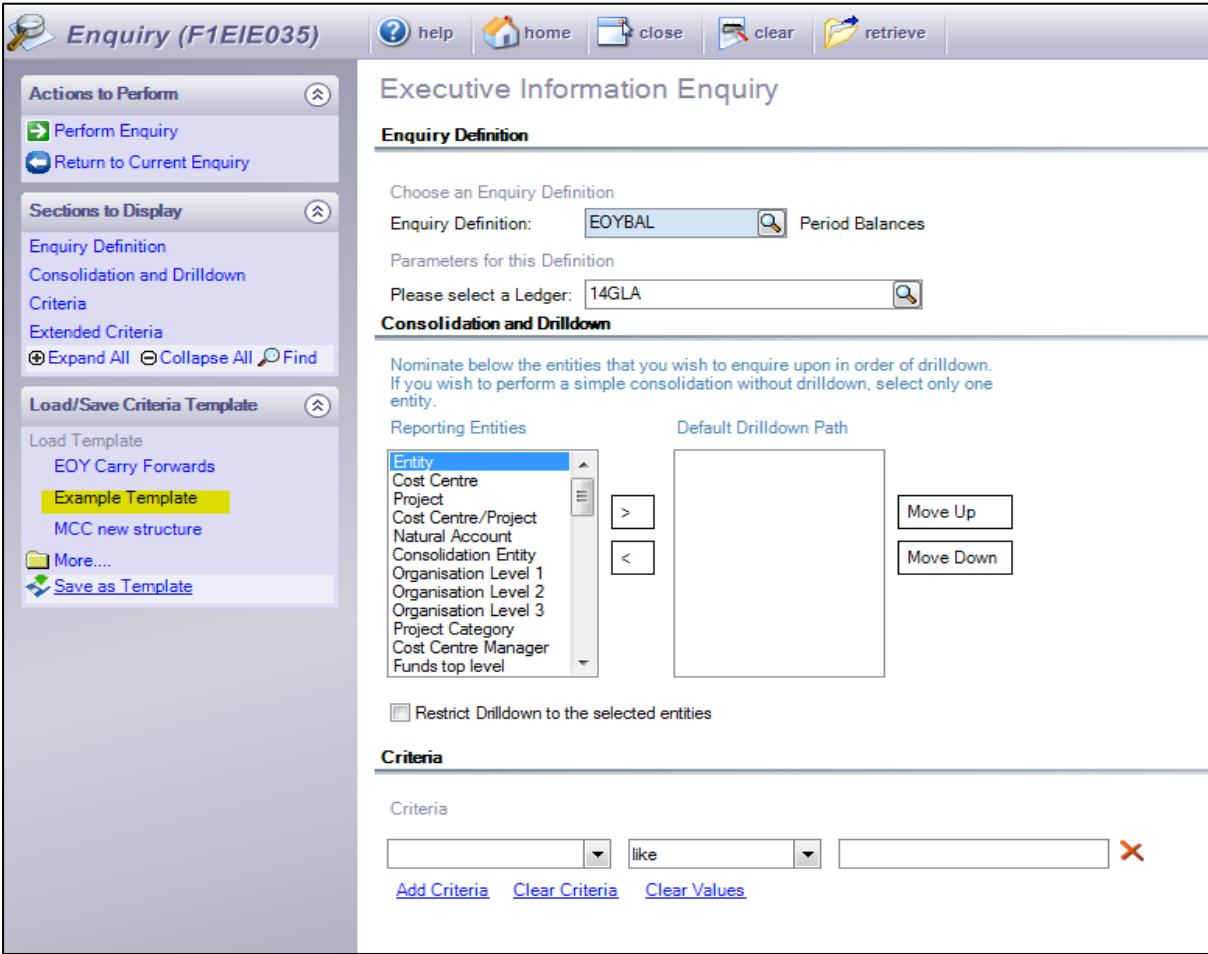
Open an EIE and add any criteria required. Then click on Save as Template.



In the box that appears type a name & description for your template. (The template will only be available for you.) Then click OK.



Next time you choose this EIE definition your template will be available on the left hand side of the screen & when clicked on, will open your specific criteria.



Enquiry (F1EIE035) help home close clear retrieve

Executive Information Enquiry

Enquiry Definition

Choose an Enquiry Definition
Enquiry Definition: Period Balances

Parameters for this Definition
Please select a Ledger:

Consolidation and Drilldown

Nominate below the entities that you wish to enquire upon in order of drilldown. If you wish to perform a simple consolidation without drilldown, select only one entity.

Reporting Entities	Default Drilldown Path
<input type="checkbox"/> Entity	<input type="checkbox"/> Cost Centre
<input type="checkbox"/> Project	<input type="checkbox"/> Funds top level
<input type="checkbox"/> Cost Centre/Project	<input type="checkbox"/> Uni Source
<input type="checkbox"/> Natural Account	
<input type="checkbox"/> Consolidation Entity	
<input type="checkbox"/> Organisation Level 1	
<input type="checkbox"/> Organisation Level 2	
<input type="checkbox"/> Organisation Level 3	
<input type="checkbox"/> Project Category	
<input type="checkbox"/> Cost Centre Manager	
<input type="checkbox"/> Fund type	
<input type="checkbox"/> Res Com Lev 1	

Restrict Drilldown to the selected entities

Criteria

Criteria

<input type="text" value="Cost Centre"/>	<input type="text" value="like"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text" value="Uni Account Type"/>	<input "="" type="text" value="="/>	<input type="text" value="10"/>	<input type="button" value="X"/>

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#)